

COUNTY TANF WORK PARTICIPATION RATE MONTHLY REPORT

SEND ONE COPY TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT MONTH AND YEAR
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COUNTY TANF WORK PARTICIPATION RATE

1. All Families meeting work participation requirements (numerator).....	1	
2. All Families not excluded from participation (denominator).....	2	
3. Monthly TANF work participation rate (Item 1 divided by Item 2).....	3	%

The above data is reported on (check one) ☐ All Cases ☐ A Sample of Cases

COMMENTS

Provide a summary of cases dropped from the sample or caseload.

CONTACT PERSON (Print)	TELEPHONE	EXTENSION	DATE COMPLETED
TITLE/CLASSIFICATION	FAX	EMAIL	

**COUNTY TANF WORK PARTICIPATION RATE
MONTHLY REPORT
WTW 30 (3/06)****INSTRUCTIONS****COMPLETION AND SUBMISSION**

The report form and instructions can be viewed or printed from the California Department of Social Services, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. This report is due 75 days from the last day of the reporting month. Fax or mail reports to:

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If you have questions regarding this report, contact the Data Systems and Survey Design Bureau at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year. Enter in the boxes at the end of the form the contact person's name, job title or classification, telephone number, fax number and email address in case there are questions about the report. The contact person may or may not be the person who completed the report. Enter the date the report was completed.

ITEM INSTRUCTIONS**1. All Families meeting work participation requirements (numerator) for each case in Sample**

or Universe: *[Cell 1]* These are the data elements used to determine if individuals will be counted. Enter the number of All Families cases (excluding Two-Parent SSP cases) that meet Federal work requirements. The number in Item 1 (Cell 1) will be the numerator in the work participation rate calculation. For a case to be included, it must meet the following conditions:

- a) The family must be included in the work participation rate calculation denominator (see Item 2 below).
- b) One aided adult or minor head of household must participate an average of 30 hours per week.
 - For a single parent with a child under the age of 6 years, the requirement is 20 hours per week.
 - A married or single head of household under 20 years old, without a high school diploma or its equivalent, counts as engaged in work in a month if he or she maintains satisfactory attendance at a secondary school or the equivalent or participates in education directly related to employment for an average of at least 20 hours per week.

ITEM INSTRUCTIONS (Continued)

The work activities described in (i) through (ix) below may be used to meet these participation requirements.

- i) Unsubsidized employment.
- ii) Subsidized private-sector employment.
- iii) Subsidized public-sector employment.
- iv) Work experience.
- v) On the job training.
- vi) Job search and job readiness assistance.
 - (1) Maximum of six weeks may be counted in any Federal Fiscal Year (FFY) per individual.
 - (2) Maximum of four consecutive weeks in any FFY per individual.
 - (3) Not more than once during a FFY, a county may count three or four days of job search and job readiness assistance during a week as a full week of participation.
- vii) Community service programs.
- viii) Vocational education training.
 - o Vocational education training may only count for a lifetime total of twelve months for any individual.
- ix) Providing childcare services to an individual who is participating in a Community Service Program.
- c) After at least 20 hours a week in one or more of the activities in b), the following Federal categories may also count as participation:
 - i) Job skills training directly related to employment.
 - ii) Education directly related to employment for individuals with no high school diploma or Certificate of High School Equivalency.
 - iii) Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence.
- d) Not more than 30 percent of all the cases included in the numerator may be deemed as meeting the Federal requirement through:
 - o Participation in vocational education training, or
 - o Maintaining satisfactory attendance at a secondary school or the equivalent or participating in education directly related to employment for an average of at least 20 hours per week.
- e) Calculation of work participation hours

Average number of hours per week: To calculate the average number of hours per week of work activity participation, add the number of hours of participation in the month and divide by the number of weeks (4.33) in a month. Round off to the nearest whole number.

ITEM INSTRUCTIONS (Continued)

2. **All Families not excluded from participation (denominator):** [Cell 2] Enter the number of All Families who must meet the work participation requirement consistent with Federal criteria. The number in Item 2 (Cell 2) will be the denominator in the work participation rate calculation. For a case to be included, it must meet conditions a) and b) below:
- a) Receives a CalWORKs grant for the month.
 - b) Includes at least one aided adult or minor head-of-household.
 - c) All single custodial parent cases with a child under one year of age that meet the conditions in a) may be disregarded from the denominator (for a lifetime limit per adult of 12 months).
 - o Families that meet the work participation requirements, but would normally be disregarded because of a child under one year of age, may be included in both the numerator and denominator.
3. **Monthly TANF work participation rate (Item 1 divided by Item 2):** [Cell 3] The monthly work participation percentage rate. The work participation percentage rate is equal to the number in Item 1 (Cell 1) of this report (the numerator), divided by the number in Item 2 (Cell 2) of this report (the denominator).

COMMENTS

The county should use this space to provide a summary of all cases dropped from the caseload or the sample for the review month.

**COUNTY WORK PARTICIPATION RATE SAMPLE
FACT SHEET**

Who draws the sample? CDSS Federal Data Reporting and Analysis Bureau.

Which counties must do the reviews and rate calculation? All counties.

Who does the reviews? County staff.

Sample size: The sample size varies by county. The number of cases to be reviewed is calculated to produce a work participation rate with a precision of approximately $\pm 2.00\%$ at the 95% confidence level. The annual sample maximum is about 3,200 cases for large counties and 100% of cases for small counties. See the attached Work Participation Rate Sample Sizes (Attachment 6) table for actual county sample sizes. Counties have the option of reviewing 100% of their cases and using the same findings to calculate their rate.

Sample universe: The sample universe contains cases with aid codes 30, 32, 33, 35, 38, 3E, 3G, 3H, 3L, 3M, 3P, 3R, 3U, and 3W in the sample month. Cases with aid codes 35, 3M, and 3U meet the definition of two-parent families in ACL 99-54, dated August 12, 1999, are not currently part of the Federal work participation rate calculation, and should not be included in the sample. When the sample lists are drawn, every effort will be made to screen out the two-parent SSP cases, but if the county determines during its review that a case on the sample list met the two-parent definition described above, the case should be dropped from the sample. If the county elects to review and submit findings on 100% of its caseload, care should be taken to exclude these cases. Adults who have reached the TANF 60-month time limit continue to receive cash aid until they reach the CalWORKs 60-month time limit. These individuals continue to be required to participate in the CalWORKs Welfare-To-Work (WTW) Program, unless exempt from CalWORKs, and continue to be included in the Federal work participation rate.

Sample source: MEDS file.

Is there an overlap with the Q5 sample? When possible, Q5 cases which meet the All-Families definition will be substituted (on a random replacement basis) for work participation rate sample cases. The number of overlap cases will be very small. These replacement cases will be annotated (e.g., starred) on the lists counties receive.

When is the sample drawn? The sample is drawn on approximately the 24th of the month prior to the sample month.

How will the county receive the sample? The county can choose to receive the sample list via e-mail, fax, or U.S. Mail.

How will the review results be reported? Use the form County TANF Work Participation Rate Monthly Report (WTW 30).

When is the WTW 30 due? It is due 75 days after the end of the sample month.